



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY

HEADQUARTERS, U.S. ARMY ALASKA
600 RICHARDSON DRIVE # 6000
FORT RICHARDSON, ALASKA 99505-6000

APVR-RPC (AR 210-50)

18 November 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Intra-Post Move (IPM) Requests (Post Commander Policy #24-14)

1. References

- a. AR 210-50 Housing Management
- b. USARAK Housing Policy
- c. Resident's Handbook, Fort Richardson

2. All personnel assigned to government quarters, who desire to move from one set of quarters to another, must submit a written request to Housing (Bldg 600 Rm 104). The request must state the reason for the move and include any substantiating documentation. The request must be routed thru the Unit Commander and must include the Unit Commander's recommendation. Sample requests may be obtained from the Housing Office.

3. Upon receipt of the request by the Housing office, the following actions will occur:

a. The Housing Office will schedule a pre-move quarter's inspection. A housing inspector will conduct the inspection to evaluate the general condition of the quarters, i.e. cleanliness, damages, pet control, general safety and maintenance of the unit and yard areas.

b. The request and results of the pre-move quarters inspection will be evaluated by the Housing staff and forwarded with a recommendation to the Post Commander for action.

1) If approved, the member will be contacted by the Housing office and placed on the appropriate waiting list.

2) If disapproved, the service member and the chain of command may schedule an appointment with the Post Commander to explain the member's situation and attempt to resolve the issues/concerns that resulted in the decision to deny the request.

//signed//
DAVID L. SHUTT
LTC, AR
Post Commander

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